



# Victims Compensation and Government Claims Board

## JOB OPPORTUNITY

**OFFICE TECHNICIAN (TYPING)  
LIENS AND OVERPAYMENT RECOVERY SECTION  
REVENUE RECOVERY, ACCOUNTING & GOVERNMENT CLAIMS DIVISION  
Permanent/Full-Time  
\$2,510.00 - \$3,050.00**

Under the general supervision of the Staff Services Manager I, Lien and Overpayments Recovery Section (LORS), and with a great deal of independence, the Office Technician provides support and technical assistance to the manager and up to five analysts performing the following duties.

### DUTIES:

- Independently prepare and assemble lien packages, including preparation of Notice of Lien, Satisfaction and Release of Lien, and Amended Notice of Lien, as well as, appropriate cover letters; assemble packages for signature and service of process on proper parties.
- Independently develop, update, prepare, and reconcile weekly and monthly reports for LORS section.
- Independently maintain the file area for all lien and overpayment claims. Request claims from appropriate teams in the Victims of Crime Program and track all files routed to Lien Analysts. File documents and mail in claim folders.
- Prepare monthly reports for the lien and overpayment activities.
- Act as backup for other office technician, schedule meetings, copy and distribute documents, distribute mail, make travel arrangements, complete training requests, prepare travel advance requests and travel expense claims for LORS staff.
- Utilize an on-line search engine such as LexisNexis to conduct research to identify new civil cases filed within the California Superior Court system for lien recovery purposes.
- Serve as attendance coordinator for all LORS staff.

### DESIRABLE QUALIFICATIONS:

- Demonstrate strong proficiency of personal computers, including the software applications Excel and Word
- Dependable, conscientious and have excellent attendance.
- Excellent organizational skills
- Excellent written and verbal communication skills.
- Able to work in a high production environment with a high degree of accuracy.
- Well-developed interpersonal skills, ability to get along with others, positive helpful attitude.

### WHO MAY APPLY

State employees with current status in the above classification; state employees who are eligible to transfer from an equivalent classification; or candidates who are eligible for appointment to this classification. **In addition to a state application, applicants must submit a resume and a cover letter explaining their interest and eligibility. Only the most qualified applicant will be interviewed.**

### SUBMIT APPLICATIONS TO:

Victims Compensation and Government Claims Board  
Attn: Robin Jones/Human Resources Section  
P.O. Box 48, Sacramento, CA 95812-0048  
(916) 324-3252  
rjones1@vcgcb.ca.gov

**Final Filing Date:**

**June 16, 2006**

**Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. \*\*POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES. \*\***

*Training and development assignments may be considered for most positions.*

California Relay Service:

Voice line: 1-800-735-2922

040-530-1139-00x

TDD User: 1-800-735-2929

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